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ABSTRACT

To provide a central, permanent file of continuing education credits for persons in the field of medical technology, the Professional Acknowledgement for Continuing Education (PACE) program was established by the American Society for Medical Technology. Three different types of units will be recorded: College/University credits, Continuing Education Units (CEU), and Individual Education Units (IEU). The organization, purpose, and procedures of the program are explained in the news letter article, an information sheet for program participants, and a question and answer sheet which are part of the collection. Also included are: a copy of a letter to a program enrollee, a sample enrollment application, and a sample program approval request form for continuing education programs seeking to grant CEU. An additional five pages outline application guidelines and instructions. (AG)

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P.A.C.E.

After months of committee research and collaboration, ASMT's newest program, Professional Acknowledgment for Continuing Education (P.A.C.E.), became operational January 1, 1974.

P.A.C.E. began on that date to record continuing education activities for enrolled participants. With the possibility of government competency requirements and additional licensure laws, these records will become invaluable.

This program is open to all in the field of Medical Technology, regardless of ASMT membership. Nonmembers will be charged $30.00 each year and will have the option to join ASMT at a discount.

The P.A.C.E. program file for each individual should become quite significant to members since all of their educational activities will be recorded on a single document. It will provide historical data as well as an on-going record of continuing education credits.

Three types of credit will be eligible for recording in this program—College/University credit, Continuing Education Units (C.E.U.s), and Individual Education Units (I.E.U.s). College/University credits will be acceptable for P.A.C.E. provided the credit is received from an accredited institution of higher education and an official transcript accompanies the reporting card. The C.E.U. is defined as 10 hours of participation in an organized, continuing education experience under responsible sponsorship, capable direction and qualified instruction. It will be awarded in the P.A.C.E. program only when the criteria set by the P.A.C.E. Committee is met. A booklet of these guidelines has been prepared and is now available to those planning programs in 1974. The I.E.U. is awarded for participation in educational experiences not meeting criteria for C.E.U. credit. It is defined as one hour of participation in a continuing education event. This type of activity does not need approval before participating, as the C.E.U. does.

Each of these units was designed for a specific recording purpose and, therefore, there is no

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P.A.C.E. CONTINUED FROM PAGE 1

comparison among the units. Only the C.E.U. programs need approval before the credit will be recorded.

When individuals request admission to the P.A.C.E. program, preprinted reporting cards will be sent to them along with a general information guide and "often-asked questions" with answers. As the individual attends continuing education activities, he mails the cards to the ASMT Executive Office where the computer records the information for his master file. Twice each year, printouts will be sent to active participants that will report the information the in-house computer has received.

These transcripts will be of value for several reasons. Since P.A.C.E. will be a controlled program, these computer reports will be available for those people needing verification of continuing education activities for licensure requirements. Those seeking job positions will have a certificate of their current education as well as educational, background material.

For more information about the P.A.C.E. program please refer to the November-December issue of *CADENCE*. If your questions are still unanswered after reading that material, please write or call the ASMT Executive Office. Members may call toll free by dialing the ASMT Hot Line number — 800-231-6966. ■

GENERAL INFORMATION FOR P.A.C.E. PARTICIPANTS

P.A.C.E. (Professional Acknowledgment for Continuing Education) will record the continuing education activities of medical laboratory personnel. Through this service all reported continuing education accomplishments will be contained in a national, permanent record. This ASMT program is a free service to members and available to non-members for a $30.00 fee each year. All in the field of medical technology are encouraged to participate.

Three types of recording units will be used – College/University credits (semester hours), Continuing Education Units (CEUs), and Individual Education Units (IEUs).

Applicable semester hours are recorded by the P.A.C.E. Review Committee provided the hours are received from an accredited institution of higher education and an official transcript is forwarded from the institution. Quarter hours will be converted into semester hours on the basis that four quarter hours equal 2.67 semester hours.

CEUs are awarded to a program of a minimum three hour duration when approved by the P.A.C.E. Review Committee. This approval comes when criteria set by the P.A.C.E. Committee are met. Guidelines are available upon request.

IEUs are used in worthwhile continuing education activities not accredited for CEUs. They are used in short duration programs of less than three hours total instruction time.

There is no grandfather clause for P.A.C.E. approval of programs. P.A.C.E. became operational January 1, 1974, and recording began at that time. Previously earned programs meeting the criteria found in Standard 9 of the Southern Association of Schools and Colleges may be recorded in the P.A.C.E. files by transfer of transcript.

For those activities occurring before the inception date of P.A.C.E., please have transcripts verifying participation forwarded from accredited institutions. This should include documentation of academic degree and all previously earned CEUs, if you desire this information recorded. No credit will be recorded without proper verification.

After each IEU educational experience is completed, participants are responsible for reporting their own attendance. Pre-printed reporting cards and instructions are provided to P.A.C.E. participants, and additional cards will be supplied when requested. Attendance at programs approved to give CEUs is reported by the sponsor; therefore, it is not necessary for you to report them.

Twice each year a copy of individual participation records will be sent to P.A.C.E. members for their own information. Official transcripts will be sent to participants for $2.00 when requested.

At the end of each year, certificates will be presented to all active participants. Special recognition will be given to those who become "P.A.C.E.SETTERS". To qualify for this status one must have any combination of four academic semester hours or six CEUs plus 30 IEUs recorded during the year. This recognition will be in the form of a handsome certificate verifying "P.A.C.E.SETTER" achievement.

This information is intended to answer the most frequently asked questions about the operation of the P.A.C.E. Program. If you still have any urgent questions unanswered, please write the ASMT Executive Office or ASMT members may use the Hot Line and we will be pleased to give you additional information.

QUESTIONS AND ANSWERS CONCERNING THE OPERATION OF THE P.A.C.E. PROGRAM

1. What does "P.A.C.E." stand for?

   A. P.A.C.E. is the abbreviation for Professional Acknowledgement for Continuing Education.

2. What is the purpose of this program?

   A. P.A.C.E. will be a recording service for participants as they receive credit in continuing education activities.

3. Why is this important?

   A. Instead of having no record of continuing education credit or one that is scattered piecemeal throughout the country, P.A.C.E. members will have a record contained in a central, permanent file. In the event of licensure laws and possible government competency requirements these complete records will be available.

4. Will all of my education be recorded?

   A. All educational activities from the time an individual enters the field of medical technology are eligible to be transcribed on his P.A.C.E. file. To have a complete record of these credits it is necessary to send transcripts from the institution verifying degrees and/or CEU credits prior to entering the P.A.C.E. Program.

5. Who can participate in this program?

   A. Anyone in the field of medical technology may join the P.A.C.E. Program.

6. Who much does this cost?

   A. Members of ASMT receive this service free as one of their membership benefits. To non-members a fee of $30.00 is assessed each year. The first year, $15.00 of this money may be applied toward ASMT membership if qualified. Continued membership provides the opportunity to participate in the P.A.C.E. Program without the assessed fee.

7. What cannot be recorded?

   A. Travel time spent going to meetings will not be recorded.

8. What kinds of units are used in recording these activities?

   A. Three types of units will be used in recording–College/University credits, the Continuing Education Unit (CEU), and the Individual Education Unit (IEU).

9. What is the difference between the CEU and IEU?

   A. The CEU is defined as ten hours of participation (or equivalent) in an organized continuing education experience under responsible sponsorship, capable direction,

qualified instructions, and careful evaluation. It will be awarded in the P.A.C.E. Program only when the criteria set by the P.A.C.E. Committee are met. Guidelines are available for those planning programs that will request CEU credit.

The IEU is awarded for participation in educational experiences not meeting criteria for CEU credit. It is defined as one hour of participation. This type of activity does not need approval before participating as the CEU program does.

10. Which one of these units is better?

    A. Each of these units was designed for a specific recording purpose and therefore there is no comparison among the units.

11. Will credit from past continuing education activities and from CEU granting organizations which have not sought P.A.C.E. approval be recorded in the P.A.C.E. Program?

    A. Activities occurring prior to January 1, 1974, and CEUs awarded by organizations which have not received P.A.C.E. approval will be recorded if the CEUs or academic credits were earned in an accredited institution or program, and if appropriate documentation is provided. This record of these activities will be maintained only as a convenience to participants and will not be acceptable as an official transcript in most institutions.

12. Do all activities need approval before enrolling in them?

    A. College/University credits are approved when they are received in an accredited institution of higher education and an official transcript is forwarded from the institution. CEU credit must get approval before the program is held to qualify for recording. IEU credit will be granted after the event is held when the participant uses the reporting card.

13. Who gives this "approval"?

    A. The P.A.C.E. Review Committee evaluates proposed programs to insure their quality meets the criteria set by the P.A.C.E. Committee in its guidelines.

14. How does one report his activities?

    A. After the application form has been received by the ASMT Executive Office, an acknowledgement letter will be sent, along with several pre-printed cards that are self-addressed to be used in reporting activities. More cards will be supplied when requested.

15. What if you have a question concerning P.A.C.E. not answered in any of the material received?

    A. Please feel free to write the ASMT Executive Office or call us. Members may use the ASMT Hot Line at any time during office hours, central time.

16. Is any college credit acceptable to be recorded?

    A. College level credits should be applicable to the professional interest of medical laboratory personnel.

17. What if my continuing education activities are leading towards a degree?

    A. When a degree is earned after entry into P.A.C.E., an official transcript should be received from the granting institution. Then the degree will be shown on the P.A.C.E. transcript and the courses leading toward this degree, which might have previously been recorded, will be removed.

18. What benefits can be gained by enrolling in the P.A.C.E. Program?

    A. Besides the assurance of a permanent file of your continuing education activities, you will have a documentary record which may be of importance should continuing education participation become a requirement for recertification/relicensure.

19. How do you get a transcript of your file?

    A. Twice each year, you will receive a printout as an indication of our records of your activities. Official transcripts will be sent as requested upon payment of a $2.00 handling charge.

American Society for Medical Technology
Suite 200 5555 West Loop South
Houston, Texas 77401
A/C 713 664-8121

Stephen B. Friedhe[illegible]
Executive Directo[illegible]

Dear P.A.C.E. Enrollee:

We have received your application to the P.A.C.E. Program and the computer is now compiling the information into your master file. We are pleased you are taking advantage of your membership benefits, especially in this exciting new service. Concerned members like yourself will help maintain the high caliber personnel so essential to the laboratory as medical technology continues to advance.

Through this permanent file you will have a complete record of your continuing education activities as you report them. Enclosed you will find several pre-printed cards for you to mail whenever you wish to have an IEU activity recorded. You are responsible for reporting them as soon as possible after completion.

You will also find a general information guide and a collection of questions and answers which should answer most of the questions you might have about the operation of P.A.C.E.

You are the key to the success of this ASMT service. We encourage you to participate in as many continuing education activities as possible and to urge others to do likewise. If you have a specific question not answered in any of the information you have received, please feel free to write or use the ASMT Hot Line for any additional information from the Executive Office. You may call us toll free by dialing 800-231-6966.

Sincerely yours,

Gregory C. Roach

Gregory C. Roach, Director
Program Development & Research

GCR:cs

Enclosures (3)

P.A.C.E. **Application for Enrollment**

Social Security # ☐☐☐☐☐☐☐☐☐ ASMT Membership # ☐☐☐☐☐

Miss ☐
Mrs. ☐
Mr. ☐

Last ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

First ☐☐☐☐☐☐☐☐☐☐☐☐ MI ☐ Maiden ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Mailing Address

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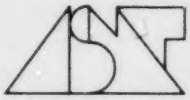

American Society for Medical Technology

P.A.C.E.

PROGRAM APPROVAL REQUEST

PLEASE REFER TO APPLICATION GUIDELINES AND INSTRUCTIONS FOR COMPLETING THIS FORM

5555 West Loop South • Suite 200 • Bellaire, Texas 77401

1. Sponsoring Institution, Agency, Firm, Association, etc.

2. Title of Program

   1. _____

   2. _____

   3. ABBREVIATED TITLE: ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

3. Course Description

4. Credit Requested

5. Dates and Location

APPLICATION GUIDELINES AND INSTRUCTIONS

for

Programs requesting Continuing Education Units (CEUs)

in the P.A.C.E. PROGRAM of the

American Society for Medical Technology

The necessary information for persons proposing presentations to offer credit (CEUs) to participants is provided below, along with examples. These guidelines are not intended to restrict your conception of educational offerings, and you should feel free to supplement the application with any additional information that will assist the ASMT P.A.C.E. Program Review Committee in comprehending your proposal.

The guidelines make explicit the criteria to which the P.A.C.E. Review Committee will refer in making judgments as to the amount of credit which can be awarded to those who successfully complete the program as described.

It is suggested that you study all of the guidelines and instructions before beginning to develop your application.

1. Sponsoring Institution, Agency, Firm, Association, etc.

Indicate the name of the sponsor and the name, title, and address of the person who will serve as the project director or coordinator.

2. Title of Program

Three titles should be submitted.

1. The complete, technical title of the offering.
2. The title to be presented on the brochure—if different from item 1. This may be an informal, appealing title.
3. An abbreviated title for the computer—exactly as it should appear, leaving a space between word abbreviations. Do not use punctuation. This title is limited to 30 characters.

Examples of the types of titles are given below:

1. **Lipids and Steroids: Methodology, Physiology and Pathology**
2. **Lipids and Steroids: Facts on Fats**
3. | L | i | p | i | d | s | / | S | t | e | r | o | i | d | s | | M | e | t | h | | P | h | y | s | | P | a | t | h |

3. Course Description

Your course or program should be briefly summarized in a manner similar to a course description in a college catalog. Information presented should include the following elements.

- General subject material to be presented,
- Level of difficulty or complexity of course content,
- Clientele for whom the offering is primarily intended,

- Experience, level of training, etc.,
- Prerequisite/corequisite relationship of this course to other courses, if any,
- Special equipment required, to be provided by sponsor or participant,

An example of a description containing these elements is as follows:

"Moderately Advanced Urinalysis: A wet workshop reviewing the methods of analysis for abnormal metabolites, toxic materials, and seldom-seen formed elements. Recommended for, but not limited to, laboratory personnel who are experienced in routine urinalysis and microscopy and who desire to increase their knowledge and skills relating to the less common analytical procedures in this area. The applicant must be a registered medical technologist with at least two years of full-time experience in a hospital laboratory. This course is a prerequisite for "Advanced Toxicology," described elsewhere.

Each student must provide his own microscope with built-in illumination source. Safe storage for microscopes will be provided throughout the workshops."

4. Credit Requested

The *Continuing Education Unit* (CEU) may be awarded for ten hours of participation (or equivalent) in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.

ASMT will award CEUs to programs of three hours of instruction or more, i.e., 0.3 or more CEUs. This time *must not* include coffee breaks, lunch, etc.

- CEUs may be awarded for intensive courses in technical and professional areas such as basic sciences, clinical sciences, personnel management, safety, etc.
- CEUs may be awarded for in-service training programs intended to maintain, improve, or create competency.
- CEUs may be awarded for participation in educational experiences intended to provide partial fulfillment for certification or licensing requirements.
- CEUs may be awarded for other types of training and educational experiences which are approved by the ASMT P.A.C.E. Review Committee.

Programs consisting of one or more hour increments totaling a minimum of three hours of instruction on any particular subject may be credited, providing that criteria of organization, leadership, and instructional quality are met.

Realizing an hour of some laboratory training does not equal an hour of formal instruction, some laboratory training will be credited for CEUs on a two-for-one basis, as are academic laboratory experiences.

The following examples suggest the types of programs which ordinarily would not qualify for the awarding of continuing education units:

- Any program carrying academic credit, either secondary or collegiate.
- Programs leading to high school equivalency certificates or diplomas.
- Organizational orientation training programs.
- Short duration programs only casually related to any particular goal or purpose.
- Any program of less than three hours total duration (excluding breaks, coffee time, lunch hours, etc.).

While not germane to the application being considered, it should be noted that some educational experiences, which are not eligible for CEUs are reportable for Individual Education

Units (IEUs). The individual participant reports his own activity in continuing education to ASMT, and is awarded IEUs on the basis of his own statement of participation.

The *Individual Education Unit* (IEU) may be awarded for participation in educational experiences not meeting criteria for award of the CEU. The IEU is defined as one hour of participation in an educational activity.

- IEUs may be awarded for completion of the ASMT self-assessment programs.
- IEUs may be awarded for worthwhile educational experiences of less than three hours duration.
- IEUs may be awarded for attendance at short educational and scientific presentations presented at professional society meetings, hospital staffs, and other appropriate groups.
- IEUs may be awarded for participation at seminars, workshops, and other activities for which CEU credits were not requested.

The IEU is *not* awarded for travel time spent in going to meetings.

Indicate on the application blank, item 4, the number of CEU credits being requested on the basis of instruction time provided by your program. If different persons can receive different amounts of credit for partial attendance, please stipulate.

5. Dates and Location

Indicate the beginning and ending dates of your proposed program and as exactly as possible the location of this offering.

6. Rationale

This section of the application form is to elicit from the sponsor the rationale for offering this particular continuing education activity. Many reasons may exist for proposing various topics and modes of instruction. The availability of specialists, for example, might lead to the development of a seminar pertinent to the latest research in an area. Or a sponsor might desire to demonstrate new instrumentation procedures which produce greater accuracy in determinations. The recognition of topical interests by a regional organization could lead to the possible stimulation of a workshop. A university division might propose a short course if medical technologists in a particular geographic area have not had a refresher in a specialty for some time. What is desired is your own rationale for being optimistic about interest in and the worthiness of this educational opportunity—presented in concise statements.

7. Hours of Instruction

Indicate the total hours of *instruction time* planned for this program, exclusive of coffee breaks, lunch, etc.

8. Format and Methodology

You should indicate briefly the nature of the experiences which the participants will have during this program. Seminars, discussions, audio-visual presentations, wet workshops, and hands-on-instrumentation exercises are among the methods which might be used.

As an example, the following is stated:

The two day workshop will feature a series of six one hour lectures on microbiology by Ernst Heinrich, Ph.D.—each followed by a question and answer period of 30 minutes.

6. Rationale

7. Hours of Instruction

8. Format and Methodology

9. Objectives and Standards of the Program

10. Evaluation Plan

9. Objectives and Standards of the Program

It is desirable that everyone concerned understand the outcomes which can be reasonably expected from participation in this activity. While attaining new knowledge is the most usual gain associated with an educational meeting, it is important to recognize that other important achievements might also result. Developing new skills might be the behavior called for in an objective, or improving the participant's ability to solve particular kinds of problems.

This application form calls for specific, explicit objectives. Whenever possible the outcome should be described in terms of what the participant will be able to do after the program that he cannot be expected to do before. The difficulty with many "objectives" is that they tend to focus on what is to be done by the instructor rather than on what is to be accomplished by the learner.

A standard for individual performance should be set at the time the objectives is formulated. It is possible to include the standard in the statement of the objectives; but it is recommended that instead, the standard be stated separately to avoid confusion. One of the reasons for writing the standard at the same time as the objective is that one frequently gains insight into improving the objective as he specities the extent to which a change in the learner's behavior is to be expected.

The primary purpose of the standard of performance is to facilitate evaluation of the learning and the instruction. Appraisal procedures are the means by which standards can be applied to the learner's achievements. Standards can be quantitative or qualitative, but it is imperative that they show how *well* the learner behaves and/or how *much* he performs in the specified way.

Below you will see some objectives properly stated, each being accompanied by a standard of performance.

At the conclusion of this workshop:

1. **The participant will be able to apply Beer's law to photometri calculations.**

   This objective shall be considered as met when the participant can solve five problems presented, without reference material, which call for the application for Beer's law.

2. **The participant will be able to name proteins which can be classified as glycoproteins.**

   This objective shall be considered as met when the participant can name at least five proteins which can be classified as glycoproteins.

3. **The participant will be able to demonstrate comprehension of the process of the AutoAnalyzer as it is employed for the determination of chlorides.**

   This objective shall be considered as met when the participant, given a flow diagram for chlorides as used with the AutoAnalyzer system, can point out what has been incorrectly shown and can explain how the diagram should be changed.

Many persons who will be planning learning activities for CEU credit will already be familiar with this style of writing behavioral type objectives and standards. Others who may desire assistance in casting their objectives are referred to the following sources:

Kibler, Robert J., et al, *Behavioral Objectives and Instruction.* Boston: Allyn and Bacon, Inc., 1970.

Mager, R. F., *Preparing Instructional Objectives.* Palo Alto, CA: Fearon, 1962.

10. Evaluation Plan

Evaluation is focused both on the effectiveness of instructional modes and on the impact of instruction on the learner. For the ASMT P.A.C.E. Program Review Committee to approve granting CEU credit for an educational activity, there must be assurance of learning outcomes. This assumes that learning outcomes can be delineated in advance and that results from instruction can be evaluated.

You are asked to submit an evaluation plan. The objectives of the program have stipulated standards of performance. What remains is to develop the appraisal procedures which, with any test-type materials can secure the evidence needed that the standards of individual performance have been met. While the paper-and-pencil is the most usual appraisal procedure, your plan may employ other means of evaluation. Asking the participant in an institute to demonstrate particular skills is another useful procedure for this purpose. Participants in a course might be asked to make follow-up reports indicating how they are using knowledge gained.

If participation during part of the total program is an option, explain how evaluation of the attainments of persons who attend only some of the activities will be carried out.

ASMT, to maintain the integrity of the Continuing Education Program, may by policy make an independent audit relative to the effectiveness of the instructional activity. Factors, such as interest, clarity of presentation, helpfulness of visual aids, value of knowledge and techniques introduced, appropriateness of evaluative procedures, etc., will be considered.

11. Outline of Course Content and Schedule

Your content outline is intended to indicate the nature of subject material to be presented. It should accurately reflect the type of information you will present. An instructional time schedule must be included if applicable.

An example of a course outline is as follows:

"Moderately Advanced Urinalysis—4-1/2 Instructional Hours"

FIRST DAY—10 A.M.-NOON Introduction (2 Hours)

Review of Basic Analytical Methods

- **a. Qualitative Tests (Stix Pills)**
- **b. Qualitative Tests (Indicators)**
- **c. Extraction & Concentration Procedures**
- **d. Routine Quantitative Methods**

1:30-2:30 P.M. Analytical Methodology (1 Hour)

Ultraviolet, Infrared, Flame Emission, Atomic Absorption Techniques

7:00-8:00 P.M. Analytical Methodology (1-1/2 Hours)

Heavy Metal Toxicology

Gas Chromatography of Organometalic Complexes

11. Outline of Course Content and Schedule

12. Faculty Description–Attach with this application form.

13. Copy of Program Brochure–Attach with this application form.

14. Fees and/or Tuition

15. Additional Information

12. Faculty Description

A vita for each faculty member should be submitted to include the following information:

- Educational background (degrees, dates)
- Technical/special training (certifications, licenses)
- Experience in clinical science and in education
- Scholarly publications and significant achievements
- Current employment
- Other appropriate information which would add to the person's qualifications to serve on this faculty.

13. Copy of the Program Brochure

Attach to the application form a tentative draft of the publicity brochure/program you expect to send prospective participants.

14. Fees and/or Tuition

Indicate for this item the fees and/or tuition which the participants pay. If there are options or partial fees for limited attendance, please state. Note handouts, lunches, workbooks, etc. that are included in the fee.

15. Additional Information

If this application has failed to elicit any information which you believe the P.A.C.E. Program Review Committee should have to evaluate your proposal in terms of CEUs to be awarded on successful completion, please provide this information.

THANK YOU FOR SUBMITTING THIS APPLICATION. WE ARE PLEASED YOU ARE WILLING TO COOPERATE IN PROVIDING CONTINUING EDUCATION EXPERIENCES FOR MEDICAL TECHNOLOGY PERSONNEL. WE PLEDGE PROMPT AND THOUGHTFUL CONSIDERATION OF YOUR PROGRAM PROPOSAL.

Having read the P.A.C.E. Program Guidelines and Instructions of the American Society for Medical Technology, we pledge to uphold the standards expected in quality programs granting CEU credit to participants. Enclosed is the $30.00 processing fee if applicable.

Name of Program Director/Coordinator Date

Position

ADDENDUM PAGE

The ASMT P.A.C.E. Program will allow multiple offerings of the same program to be represented on one application form. However, a list of these programs with their dates, locations, and faculty must be submitted with the Program Approval Request Form.

A $30.00 fee is charged for the initial evaluation of all educational offerings submitted by any non-ASMT constituent and $5.00 for each of the multiple offerings of the original presentation. Approximately 10 days before each program is to be given, the program sponsor/coordinator will receive a participant's log that will include the program approval number and the number of CEUs the program has been approved to give participants.

When a change in faculty occurs, a new curriculum vita must be submitted to the P.A.C.E. Review Committee. There is no charge for this procedure.

Any alteration in program content or evaluation procedures requires that a new Program Approval Request be submitted along with an additional $30.00 fee.

As with any recording system, we respectfully request that sponsors not submit programs to any other organization, institution, etc. which could result in participants receiving duplicate credit.

ASMT reserves the right to audit any program, thereby insuring the integrity of the P.A.C.E. Program.

Place Stamp Here

Place Stamp Here

ASMT
Suite 200
5555 West Loop South
Bellaire, Texas 77401

P.A.C.E. Program

Social Security # ☐☐☐☐☐☐☐☐☐ ASMT # ☐☐☐☐☐ P.A.C.E. Program Approval # If Any ☐☐☐☐☐

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(Last)

NAME ☐☐☐☐☐☐☐☐☐☐ ☐
(First) (MI)

Date of Activity ___/___/___ (Beginning) ___/___/___ (Ending)

MAIDEN ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐
(Maiden)

Activity Location _____

ACTIVITY TO BE RECORDED: Choose the number in each of the sections below best describing the activity in which you have participated. **(Put the number in the box above the section.)**

You must be registered in P.A.C.E. to have this activity recorded.

☐ ACTIVITY	☐☐ ACTIVITY SPECIALTY		☐ CATEGORY	☐☐☐ TIME
1 Educational Meeting	01 Bacteriolgy	11 Oncology	1 Basic	Fill in the hours of participation in the first two boxes. Tenths of hours (i.e., .2) belong in the third box.
2 Self-Assessment	02 Biochemistry	12 Parasitology	2 Intermediate	
3 Business Meeting	03 Blood Bank	13 Serology	3 Advanced	
4 Equipment Display	04 Chemistry	14 Special Chemistry	4 General	
5 Other	05 Cytology	15 Virology		
	06 Hematology	16 Miscellaneous		
	07 Histology	17 Histopathology		
	08 Immunohematology	18 Immunochemistry		
	09 Microbiology	19 General		
	10 Nuclear Medicine	20 Administration		
		21 Education		